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	Total Number of Reports ^a		Estimated Total Annual Cost				Proposed Savings Goals	
	Manual	Computer	Manual		Computer		Man Hrs.	Cost
			Man Hrs.	Salary	Man Hrs.	Salary & Computer Cost		
Executive Assistant OTR	16	0	2,627	\$ 22,961	0	\$ 0	46	\$ 492
Instructional Support Staff	26	29	4,429	18,631	3,552	15,269	654	25X1 3,236
25X1 Support School	18	0	2,107	19,947	0	0	486	5,403
Language School	19	0	674	4,675	0	0	162	25X1 798
OFFICE OF TRAINING TOTALS	152 ^b	29	15,842	\$ 114,644	3,552	\$ 15,269	1,527	\$ 11,970

^a Represents number of Forms 142 submitted. Does not include number of feeder reports submitted by faculties to schools, or by branches to staffs.

^b Includes duplicate counting of reports with same title, such as Response to Program Call, which is produced by seven schools and staffs as an input to the OTR Response to Program Call produced by EA. There are 19 report titles common to three or more schools and staffs, plus 55 manual and 29 computer reports which are unique to an individual school or staff, or a total of 103 individual report titles.

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Reports Inventory

REPORTS PRODUCED IN OTR
October 1970

Reports Produced by Two or More OTR Report Title	Units	Fre- quency	Produced By	Total Cost	
				Man Hrs.	Salary
1. Program-Assisted Instruction Activity		SA	SIWA ISS LS SUS	45	\$ 372
2. Speaker Evaluation Cards		Irr.	SIWA DTS OS SUS	229	2,216
3. Membership of Staff Members on Committees		A	SIWA ISS LS OS	4	33
4. New Books Received		M	SIWA DTS LS ISS OS SUS	75	312
5. Reports Inventory Report		A	SIWA DTS LS CTP EA ISS OS SUS	203	1,842
STAT 6. Certification that was Read		SA	SIWA ISS SUS	4	17
7. Services Provided to Other Agencies		A	SIWA LS	5	48
8. Course Schedule Projections		SA	SIWA DTS LS OS SUS	294	3,240
9. Evaluation of OTR Training		A	SIWA EA ISS LS OS SUS	634	6,376
10. Component Training Evaluation		A	SIWA OS SUS	1,031	11,409
11. Records Holdings Survey		A	SIWA DTS LS ISS OS SUS	96	606
12. Destruction of Records		A	SIWA CTP LS OS SUS	26	180
13. Statistics on Accomplishments		SA	SIWA OS SUS	153	1,187
14. Annual Program Call: Budget Estimates		A	SIWA DTS EA ISS LS OS SUS	390	3,512
15. Annual Program Call: Response to Program Call		A	SIWA CTP EA ISS LS OS SUS	1,005	8,845
16. Weekly Activities Report		W	SIWA DTS EA CTP ISS LS OS SUS	3,387	29,428
25X1 17. End of Course Reports		Irr.	SIWA DTS LS ISS OS SUS	1,427	12,076
19. Equipment Inventory		A	SIWA ISS LS	134	684
Sub-Total (for reports produced by two or more OTR elements)				9,156	\$82,493

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Reports Produced by Only One OTR Unit						Total Cost	
						<u>Man Hrs.</u>	<u>Salary*</u>
25X1							
Language School	-	-	-	-	-	190	\$1,251
25X1							
Support School	-	-	-	-	-	76	524
Executive Assistant, OTR	-	-	-	-	-	727	5,312
Career Training Program	-	-	-	-	-	96	388
Instructional Support Staff--Manual Reports	-			-	-	3,563	12,586
Computer Reports	-			-	-	3,552	15,269*
Sub-							
Total (for reports produced by only one OTR unit)						10,238	\$47,420
Sub-Total (for reports produced by two or more OTR units)						9,156	82,493
OTR Total Cost for all Reports Produced						<u>19,394</u>	<u>\$129,913</u>

*For computer reports, also includes cost of computer print-outs.

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Reports Produced by Only One OTR Unit
October 1970

<u>Report Title</u>	<u>Frequency</u>
<u>Support School</u>	
Training Career Service Panel Minutes	M
251A Contribution to Annual Information Science Training Report (USIB/IHC/L&T)	A
<u>Language School</u>	
Language Development Program Annual Progress Report	A
Financial Cost of LS WAE Employees	M
Accounting for LS Revolving Fund	M
Student Acceptance List	Bi-M
<u>Executive Assistant/OTR</u>	
Annual Report to the President's Foreign Intelligence Advisory Board	A
Significant Accomplishments of the Office of Training for Fiscal Year	A
Congressional Budget	A
Office Estimate	A
Status of Operating Allowances	M
Schedule of Encumbrances	M
Obligation Abstract--Form No. 2468	4X a Week
Significant Personnel Developments	W
251A Year End Funding Requirements	A
FAN Data Classification Sheets--Form 2210	SA

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25X1

Report Title

Frequency

Instructional Support Staff

Title/Author Accessions List (within Schools and Staffs of the Office of Training)	Q
Statistics of external training sponsored by OTR & Agency components	M
AIR Production Statistics	M
Financial Management Improvement Program	A
Completions of Internal Training	A, Fiscal & Cal. yr.
Film Inventory	Q
Registration Statistics	W
External Training Completion Report	Semi-A
Report of Students in Full-Time Academic Training & in Senior Service Schools	Semi-A

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<u>Report Title</u>	<u>Frequency</u>
<u>Instructional Support Staff (Continued)</u>	
Agency Officers Approved by Deputy Directors for Full-Time Academic Training	Semi-A
Funds Expended for Book Purchases	Quarterly
Consolidated Report on Information Handling and ADP Management	Semi-A
ADP MIS Semiannual Report	Semi-A
<u>Instructional Support Staff Computer Reports</u>	
Agency Training Record - External Training-Alpha by Facility	Semi-A
Agency Training Record-Training of Contract Employees	Annual
Year End Supplement to Purge List - Agency Training Record	Annual
Agency Training Record - EOD Delinquent Listing	Semi-A
Agency Training Record - By Service Designation (Supplement)	Annual
Agency Training Record - Alpha Listing	Semi-A
Agency Training Record - By Office	Semi-A
Agency Training Record - By Course	Semi-A
Agency Training Record - By Service Designation	Semi-A
Agency Training Record - External Training-Alpha by Employee	Semi-A
Information Science Training-Separations plus Class Hours	Annual
Agency Training Record - List of Edit Errors	Quarterly
Agency Training Record - Update Transation Error List	Quarterly
Facility Dictionary by Number - Agency Training Record	Semi-A
Information Science Training - Alpha Listing	Semi-A
Information Science Training - Class Hours	Semi-A
Information Science Training - On Duty Employees -- Only	Annual
Information Science Training - On Duty Employees plus Class Hours	Annual
Information Science Training-Separations Only	Annual
Edited Dictionary Transactions-Agency Training Record	Quarterly
Error Dictionary Transactions-Agency Training Record	Quarterly
Course Dictionary by Title - Agency Training Record	Semi-A
Course Dictionary by Number - Agency Training Record	Semi-A

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Report Title

Frequency

Instructional Support Staff Computer Reports (Continued)

Facility Dictionary by Title - Agency Training Record	Semi-A
Training Category Transactions Errors	Canceled
Training Category Dictionary	Canceled
Internal Training Statistical Report by Office	Canceled 25 Aug '70
External Training Statistical Report by Office	Canceled Aug '70
External Training by CT Program	Canceled Aug '70

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Office of Training

Projected Total \$ 9,000. -

Report No.	Report Title	Category	Frequency	Costs	Action Taken	Savings (Reduction)
155-52	Training Category. Transactions Cruiser	8		\$10,514.05	Cancelled	
155-53	Training Category. Dictionary	8		10,537.30	"	
155-54	External Training. Statistical Report by Office	8		10,516.75	"	
155-55	External Training. Statistical Report by Office	8		10,516.50	"	
155-56	Internal Training by OT Program	8		10,514.50	"	
Total Reports Costs				* 52,599.10		

* allocated computer costs
provided by the computer people.